**Your Name**

 Your phone · Your-email  ∙  Your address

**Professional Summary**

Your experience summary, a short overview of your skills and qualification. This is important to have the intend to catch the employer’s attention in this section. Add any notable work experiences that match what the potential job needs. Keep this section to two to three sentences.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** |

|  |  |
| --- | --- |
| * Your skills that match with the job
* Your abilities
* Your language skills that matter to the job
 |  |

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**Work History**

|  |  |
| --- | --- |
| MM/YYYY - CurrentCompany City, Company Country | **Position** / Company * Your skills and tasks that relates to the job that you’re applying to.
* Focus on major responsibilities and work achievements rather than daily tasks.
* Summarize your experience with three to five bullet points for each job listing.
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|  |  |
| --- | --- |
| MM/YYYY – MM/YYYYCompany City, Company Country  | **Position** / Company * Focus on your key achievements from your experience not just listing duties.
* Try to emphasize your achievements with action word (example: “Managed team of 12 employees” instead of “Was responsible for a team of 12 employees”).
 |

|  |  |
| --- | --- |
| MM/YYYY – MM/YYYYCompany City, Company Country  | **Position** / Company  |

**Education**

|  |  |
| --- | --- |
| City And Country Where the School Located | **Your academic background**School Name |

**Certifications / Licenses**

Certification or Additional Training: Field of Study, School Name – City and Country where the school located